

Alverno
COLLEGE

Instructional Services Center

December 2008

Dear Carrie Reno,

Congratulations! You have been recommended by Mimi Czarnik for a position in the Communication Resource Center (CRC).

A CRC Assistant interacts with students at all levels of communication across a wide variety of courses. She provides others with strategies for communication assignments -- helping with development of ideas, assisting with organization and revisions, analyzing readings and applying strategies, and helping with grammar. This opportunity is a paid position -- \$9.00 per hour if this is your first semester working for Alverno Instructional Services.

As a CRC Assistant, you will receive the necessary training for your service to Alverno students. The CRC training is on Saturday, January 17th, from 8:30 a.m. to 3:00 p.m. in LA 407. The Communication Resource Center opens on Monday, January 26th. In addition, one staff meeting is scheduled for Monday, January 19th from 6:00 p.m. to 7:30 p.m. in Kellogg B. The second staff meeting will be determined on January 19th. **Attendance at these two meetings is mandatory.** You will be paid for training and staff meetings.

I received an overwhelming response from many returning assistants from last semester, and, therefore, all time slots have been filled with the following exceptions:

Available Positions

Wednesdays from 12:00 p.m. to 3:00 p.m. (1 position)

Weekend College Saturdays from 11:00 a.m. to 1:00 p.m. (2 positions)

If you are interested in the available positions, which would look great on a resume or graduate school application, please **CONTACT ME AS SOON AS POSSIBLE**. **In addition, I am always in need of trained assistants who are willing to work one-on-one as a peer tutor with communication assistance.** With this in mind, I hope you consider being trained as a Communication Center Assistant on Saturday, August 17th.



January?
Please let me know if you are interested in attending training at this time. **I will then inform you of availabilities and send you the necessary materials.** Don't hesitate to contact me with any questions or concerns either by phone or by E-mail.

I'm looking forward to meeting you at training!

Sincerely,

DIANNE KLEBENOW
Support Services Coordinator, Instructional Services
414-382-6257
dianne.klebenow@alverno.edu

Alverno

C O L L E G E

February 21, 2008

Carrie Reno
3108 S. 108 St.
Franksville, WI 53126

Dear Carrie,

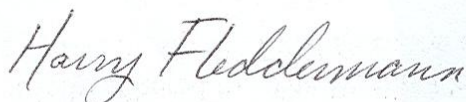
I am pleased to inform you that you have been nominated by the faculty in your department for selection as an Alverno Wingspread Scholar. A description of the Wingspread Scholars Program is enclosed. This year three positions are available. Scholars will be selected by the Honors Committee according to the procedures outlined in the enclosed statement.

If you wish to be considered as a candidate, please join us for an informational session hosted by Peg Rauschenberger, Alverno's Wingspread Scholars Coordinator (a letter from Peg is enclosed). Note that you will also be required to submit to the Office of Academic Affairs a short essay as described in the enclosed statement (under Selection Process), no later than March 17, 2008 at noon. You may submit your essay via email attachment to janis.wells@alverno.edu. Please be aware that this date and time are strictly adhered to. The Honors Committee will review the essays and select candidates to be interviewed. Final selection of the Scholars will follow the interviewing process.

Following the review of your essay, you will be notified as to whether Committee members have selected you for an interview. The nomination by the faculty in your department is in itself an honor and indication of the faculty's support for you as an outstanding student.

We look forward to hearing from you.

Sincerely,



Harry Fleddermann
Chair, Honors Committee

Enclosures

Alverno COLLEGE

Instructional Services Center

December 2007

Dear Carrie Reno,

Congratulations! You have been recommended to be an academic assistant for MT243 by Lois Kailhofer. Depending on the needs of the students, you may be called on to be a peer tutor and/or a study group monitor. I hope you will accept this job opportunity. Current and past academic assistants enjoy this work for many reasons: the mastery of course materials; preparation for upper division work and for certification exams; and the satisfaction of helping others. This opportunity is a paid position \$9.00 per hour if this is your first semester working for Alverno. The peer tutors work with each student approximately one hour per week and can work with as many students as they choose. Our study group monitors generally work three hours per week between preparation and actually facilitating a study group. I have enclosed a list of frequently asked questions, but do not hesitate to contact me if you have additional questions or concerns.

In order to ensure that your experience is as successful as it can be, Instructional Services holds training sessions each semester for the new academic assistants. **PLEASE NOTE:** *If you were previously trained as a tutor, you do not need to attend a training session. Contact me so that I may update my records and send you the appropriate forms to fill out.*

During training, we will discuss the role of a tutor and the management of a tutor session as well as dialogue about tutoring strategies related to the course(s) you will tutor. While there is a certain amount of information given during training, the majority of our time will be spent in small and large group participation using a workshop format. We will also review the hiring process and complete the payroll paperwork during training. You will be paid for the day's training time and will receive a packet of resource materials.

Please contact me by telephone at 414-382-6257 or by e-mail at dianne.klebenow@alverno.edu if you have any questions regarding this recommendation.

Sincerely,

DIANNE KLEBENOW
Support Services Coordinator
Instructional Services
Telephone: 414-382-6257
E-mail: dianne.klebenow@alverno.edu

NOTE:

You must be registered for a minimum of 6 credits in order to be eligible for employment.

Thank you!

Enclosure

Alverno COLLEGE

Instructional Services Center

December 2007

Dear Carrie Reno,

Congratulations! You have been recommended to be an academic assistant for SC118 by Chris Young. Depending on the needs of the students, you may be called on to be a peer tutor and/or a study group monitor. I hope you will accept this job opportunity. Current and past academic assistants enjoy this work for many reasons: the mastery of course materials; preparation for upper division work and for certification exams; and the satisfaction of helping others. This opportunity is a paid position \$9.00 per hour if this is your first semester working for Instructional Services. The peer tutors work with each student approximately one hour per week and can work with as many students as they choose. Our study group monitors generally work three hours per week between preparation and actually facilitating a study group. I have enclosed a list of frequently asked questions, but do not hesitate to contact me if you have additional questions or concerns.

In order to ensure that your experience is as successful as it can be, Instructional Services holds two training sessions each semester for the new academic assistants. **This semester the first session is scheduled for Monday, January 21st in Kellogg A from 8:30 a.m. to 12:30 p.m. The second session will be on Tuesday, January 22nd in Kellogg A from 6:00 p.m. to 10:00 p.m. You may attend either session. **PLEASE NOTE:** *If you were previously trained as a tutor, you do not need to attend a training session. However, please return the enclosed forms so that I may update my records.***

During training, we will discuss the role of a tutor and the management of a tutor session as well as dialogue about tutoring strategies related to the course(s) you will tutor. While there is a certain amount of information given during training, the majority of our time will be spent in small and large group participation using a workshop format. We will also review the hiring process and complete the payroll paperwork during training. You will be paid for the day's training time and will receive a packet of resource materials. Beverages and snacks will be provided.

There is some important information I need you to bring to training, though. One of the pieces of hiring paperwork we will be completing during training is the federal I-9 form. Part of this form is attached. To process this paperwork, you will need to bring either one document from List A on the attached form **OR** a document from **BOTH** List B **AND** List C. For instance, most students use their social security card and their driver's license or student ID. We will also be completing a W-4 form so you may want to consider the number of exemptions you wish to take prior to this meeting. If you have worked for Alverno in the past, you will not to fill out this paperwork again. Also, you will be asked to fill out a schedule of availability for the spring semester. Your personal calendar and class schedule might be helpful to have at this time.

★ **Please confirm your attendance for either session with me by Friday, January 11, 2008. Simply mail these TWO forms in the provided return envelope:**

- **Confirmation slip with the training session you will attend checked**
- **ALL copies of the Hiring Form after completing Section I including your signature**

Please don't hesitate to contact me with any questions.

Sincerely,

DIANNE KLEBENOW
Support Services Coordinator
Instructional Services
Enclosures

Telephone: 414-382-6257
E-mail: dianne.klebenow@alverno.edu

NOTE:

You must be registered for a minimum of 6 credits in order to be eligible for employment.



1600 W Oklahoma Avenue Milwaukee Wisconsin 53215
T 414 645 5337 F 414 645 5329 🌐 www.cdcsj.org

Child Development Center of St Joseph

5-1-07

Dear *Carrie Reno,*

Thank you so much for coming to the Child Development Center of St. Joseph on April 18 and contributing your time, talent, pleasant disposition, generosity and elbow grease. We are most grateful for the spirit you brought to our Center. You are exceptional women and a great witness to your mission: strengthening women, families and community.

It is not only that are building is cleaner, file boxes organized and the children attended to because of your presence on April 18, it was your positive spirit with which you volunteered your time that we will most remember.

By your generosity you are caring for the Earth and taking care of the neighborhood. We are fortunate to be your neighbors!

God's Blessings to you and to Alverno College.

Gratefully,

Angela Lampkin
Education Director

and the Staff at the
Child Development Center of St. Joseph

Alverno COLLEGE

Instructional Services Center

January 2007

Dear Carrie Reno,

Congratulations! You have been recommended to be an academic assistant for CM156Q by Katie Hansen. Depending on the needs of the students, you may be called on to be a peer tutor and/or a study group monitor. I hope you will accept this job opportunity. Current and past academic assistants enjoy this work for many reasons: the mastery of course materials; preparation for upper division work and for certification exams; and the satisfaction of helping others. This opportunity is a paid position \$9.00 per hour if this is your first semester working for Instructional Services. The peer tutors work with each student approximately one hour per week and can work with as many students as they choose. Our study group monitors generally work three hours per week between preparation and actually facilitating a study group. I have enclosed a list of frequently asked questions, but do not hesitate to contact me if you have additional questions or concerns.

In order to ensure that your experience is as successful as it can be, Instructional Services holds two training sessions each semester for the new academic assistants. **This semester the first session is scheduled for Monday, January 22nd in LA 417 from 8:30 a.m. to 12:30 p.m. The second session will be on Tuesday, January 23rd in LA 417 from 6:00 p.m. to 10:00 p.m. You may attend either session. *PLEASE NOTE:* If you were previously trained as a tutor, you do not need to attend a training session. However, please return the enclosed forms so that I may update my records.**

During training, we will discuss the role of a tutor and the management of a tutor session as well as dialogue about tutoring strategies related to the course(s) you will tutor. While there is a certain amount of information given during training, the majority of our time will be spent in small and large group participation using a workshop format. We will also review the hiring process and complete the payroll paperwork during training. You will be paid for the day's training time and will receive a packet of resource materials. Beverages and snacks will be provided.

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★ **Please confirm your attendance for either session with me by Friday, January 12, 2007. Simply mail these TWO forms in the provided return envelope:**

- **Confirmation slip with the training session you will attend checked**
- **ALL copies of the Hiring Form after completing Section I**

Please don't hesitate to contact me with any questions.

Sincerely,

DIANNE KLEBENOW
Support Services Coordinator
Instructional Services
Enclosures

Telephone: 414-382-6257
E-mail: dianne.klebenow@alverno.edu

NOTE:

You must be registered for a minimum of 6 credits in order to be eligible for employment.